

Business accounts document checklist

Sole Proprietorship Account

- Certification of Tax ID Number
- Copy of filed Fictitious Name Statement*

Limited Liability Company Account

- Copy of filed and recorded Articles of Organization
- Copy of the Operating Agreement
- Copy of filed Statement of Information
- Copy of filed Fictitious Name Statement*

Unincorporated Association Account

- Copy of the Articles of Association, Bylaws, or other charter documents
- Resolution of the governing board or committee to open and transact business on an account and naming authorized signers (Can be in the form of meeting minutes or a letter signed by the secretary and president)
- Certification of Tax ID Number

Partnership Account

- Copy of Partnership Agreement
- Certification of Tax ID Number
- Copy of filed Fictitious Name Statement*

Corporation Account

- Copy of filed Articles of Incorporation
- Copy of filed Statement of Information and/or resolution of the board of directors naming authorized signers
- Certification of Tax ID Number
- Copy of filed Fictitious Name Statement*

Limited Partnership Account

- Copy of filed Certificate of Limited Partnership (LP1)
- Certification of Tax ID Number
- Copy of filed Fictitious Name Statement*

***Fictitious Business Name Statements** (Also known as FBNs or DBAs)

Businesses must file a Fictitious Business Name Statement and provide a copy to the Credit Union if the business name:

- Does not include the surname of the individual or entity
- Suggests the existence of additional owners. For example, names that include words such as “Company,” “& Company,” “& Sons,” “& Associates,” “Brothers,” and the like, but not words that merely describe the business being conducted

A valid, unexpired government-issued photo ID (such as a driver’s license) is required for all business owners and authorized signers.

Additional documentation will be required for out-of-state and nonconforming entities.

Please complete the form, print it out, sign it, and submit it along with a valid photocopy of your ID (and joint ID if applicable) by one of the following methods: email to info@southlandcu.org, drop it off at any branch, or mail it to P.O. Box 3003, Los Alamitos, CA 90720-1303.

